

## National Wages and Productivity Commission Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	<b>REVIEW, APPEALS AND LEGAL</b>											
	55 books SCRA Quick Index	RALD	Small Value Procurement					GAA	43,500.00			
	3 Law Books by Prof. J.G Chan		Small Value Procurement					GAA	7,750.00			
	<b>FINANCIAL AND MANAGEMENT DIVISION</b>											
	CY 2017 Financial Reports Preparation using e-NGAS and e Budget System Workshop	FMD	Small Value Procurement					GAA	500,000.00			
	<b>WAGE POLICY AND RESEARCH DIVISION</b>											
	50 pax Workshop on the Computation of Family Living Wage and Analysis of Labor Market Information (LMI)	WPRD	Small Value Procurement					GAA	100,000.00			
	20 pax Data Analysis using STATA		Small Value Procurement					GAA	70,000.00			
	Empirical Framework Study for Domestic Workers		Small Value Procurement					GAA	100,000.00			
	Study on the Compensation Scheme for Fisherfolks in Small-Scale Commercial Fishing Industry		Small Value Procurement					GAA	200,000.00			

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	<b>QUALITY MANAGEMENT SYSTEM (QMS)</b>											
	Special Audit to Selected RBs	QMS	Small Value Procurement					GAA	50,000.00			
	TUV-R Surveillance Audit		Small Value Procurement					GAA	100,000.00			
	Internal Quality Audit		Small Value Procurement					GAA	230,000.00			
	QMS Meetings / Management Review		Small Value Procurement					GAA	20,000.00			
	Capacity Building / Workshop		Small Value Procurement					GAA	150,000.00			
	<b>TRAINING AND TECHNICAL SERVICES DIVISION</b>											
	Upgrading / Development of Modules	TTSD	Small Value Procurement					GAA	5,000.00			
	a. Development of Social Marketing Module											
	b. Upgrading of Lean Management Module											
	c. Upgrading 5s of Good Housekeeping Module											
	Capacity Building Program : Training on Consulting at the Firm Level		Small Value Procurement					GAA	650,000.00			
	- Training Venue, Meals, Accommodation, Supplies and Resource Person											

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	Capacity Building Program : Kaizen (QC Tools and Techniques) - Training Venue, Meals, Accommodation, Supplies and Resource Person		Small Value Procurement					GAA	650,000.00			
	Technical Assistance - Transport/Per Diem		Small Value Procurement					GAA	408,000.00			
	<b>PRODUCTIVITY POLICY AND RESEARCH DIVISION</b>											
	Technical Advisory Services A. Development of Productivity Policies	PPRD	Small Value Procurement					GAA	6,000.00			
	B. 2018 National Productivity Conference (NPC) 1. Identification of priority issues on productivity improvement, gainsharing schemes and competitiveness		Small Value Procurement					GAA	5,000.00			
	2. Planning, preparation on the conduct of NPC, and meetings with the speaker		Small Value Procurement					GAA	5,000.00			
	3. Venue and hotel accommodation		Public Bidding					GAA	1,519,500.00			
	4. Rentals (Led wall, light and sounds, transportation, photobooth, and video editing)		Small Value Procurement					GAA	255,000.00			

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	5. Stage decorations, table centerpiece and tarpaulins		Small Value Procurement					GAA	10,000.00			
	6. Honoraria and tokens (entertainers and speakers)		Small Value Procurement					GAA	70,000.00			
	7. IEC / Corporate giveaways		Small Value Procurement					GAA	50,000.00			
	Support to Operation (Institutional Technical Papers)											
	A. Conduct of Researches/Preparation of Technical Papers											
	1. Review of the criteria and mechanics of the Productivity Olympics		Small Value Procurement					GAA	5,000.00			
	2. Review of the policies / programs related to productivity		Small Value Procurement					GAA	275,000.00			
	3. RTD on Productivity and Quality		Small Value Procurement					GAA	30,000.00			
	4. Developing a framework for the agenda in sectoral and development plans		Small Value Procurement					GAA	5,000.00			
	5. Recognition of productivity specialists		Small Value Procurement					GAA	7,000.00			
	6. Maintenance / Review of Productivity Database		Small Value Procurement					GAA	600.00			
	Networking											
	A. DOLE IAC in RSM		Small Value Procurement					GAA	2,000.00			
	B. Inter-agency Committee on Labor and Productivity Statistics		Small Value Procurement					GAA	3,000.00			

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	<b>PLANNING AND INFORMATION DIVISION</b>											
	Media Campaign A. Radio & TV guestings/Plugs B. Press Releases	PID	Small Value Procurement					GAA	200,000.00			
	Publication A. Annual Report B. Compendium C. News Bulletin D. Documentation PO Winner E. Postage/Courier Services		Small Value Procurement Small Value Procurement Small Value Procurement					GAA GAA GAA	60,000.00 20,000.00 10,000.00			
	IEC Materials Dev. & Distribution A. Posters / Brochures / Flyers B. Tarpaulin (PO-NPC) C. Corporate Kit (PO-NPC) D. Promo Materials E. Development of AVP		Small Value Procurement Small Value Procurement Small Value Procurement					GAA GAA GAA	150,000.00 200,000.00 10,000.00			
	DOLE-Corplan / MYPA		Small Value Procurement					GAA	50,000.00			
	CorPlan/MYPA A. CO Corplan/MYPA (venue & accommodation) B. CO-RB Corplan/MYPA (venue & accommodation)		Small Value Procurement Small Value Procurement					GAA GAA	200,000.00 500,000.00			

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	Implementation of IT Projects											
	ITR Maintenance		Small Value Procurement					GAA	240,000.00			
	ISSP		Small Value Procurement					GAA	500,000.00			
	ISSP		Public Bidding					GAA	4,325,000.00			
	Internet Connections		Small Value Procurement					GAA	840,000.00			
	Website Maintenance											
	Learning Session		Small Value Procurement					Self Funded				
	<b>Policy and Research Service &amp; Technical Service</b>											
	Food and other incidental expenses for meetings / activities	PRS & TS	Small Value Procurement					GAA	120,000.00			
	<b>ADMINISTRATIVE DIVISION</b>											
	<b>Human Resource Management</b>	AD										
	Job Competency / Staff Development - inclusive of Labor and Administrative Continuing Education System (LACES)		Small Value Procurement					GAA	300,000.00			
	Programs for Stress Management		Small Value Procurement					GAA	20,000.00			
	Team Building Exercise		Small Value Procurement					GAA	250,000.00			
	Livelihood Program for Senior Employees		Small Value Procurement					GAA	80,000.00			

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	Non-Monetary Benefits accorded to Senior Employees		Small Value Procurement					GAA	4,000.00			
	<b>Health and Welfare Benefits</b>											
	Annual Physical Examination		Small Value Procurement					GAA	200,000.00			
	Flu Vaccination		Small Value Procurement					GAA	50,000.00			
	Eye-Check-up		Small Value Procurement					GAA	-			
	Annual Drug Testing		Small Value Procurement					GAA	25,000.00			
	<b>Gender and Development (GAD)</b>											
	Seminars on GAD		Small Value Procurement					GAA	160,000.00			
	Women's Month Participation		Small Value Procurement					GAA	30,000.00			
	<b>Review of 2017 OPCR and Forced Ranking of Delivery Units</b>		Small Value Procurement					GAA	15,000.00			
	<b>Green-Our-DOLE Program (GODP)*</b>											
	National Greening Program		Small Value Procurement					GAA	50,000.00			
	<b>NWPC Internal Programs</b>											
	Mid Year Gen. Assembly / NWPC 29th Anniversary Celebration		Small Value Procurement					GAA	100,000.00			
	Year-End General Assembly / Christmas Party		Small Value Procurement					GAA	200,000.00			
	<b>DOLE Activities where NWPC cost-shared</b>											
	Labor Day		Small Value Procurement					GAA	100,000.00			

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	DOLE Sportsfest		Small Value Procurement					GAA	150,000.00			
	DOLE Anniversary		Small Value Procurement					GAA	300,000.00			
	<b>Other Supplies and Materials Expenses (Periodical Maintenance)</b>											
	Vehicle Fuel, Oil and Lubricants		Small Value Procurement					GAA	400,000.00			
	Consumable & Replacement Parts for Building Fixtures & Furnitures		Small Value Procurement					GAA	40,000.00			
	<b>Utility Expenses (Monthly Billing)</b>											
	Water Supply		Direct Contracting					GAA	225,000.00			
	Electricity		Direct Contracting					GAA	1,800,000.00			
	Purified Drinking Water		Small Value Procurement					GAA	50,000.00			
	<b>Communication Expenses</b>											
	Postal Courier and Notarial Services		Small Value Procurement					GAA	15,000.00			
	Prepaid Loads and Plan Subscriptions		Small Value Procurement					GAA	200,000.00			
	Cable Subscriptions		Direct Contracting					GAA	16,000.00			
	<b>Professional Services</b>											
	Janitorial Services		Public Bidding					GAA	1,105,000.00			
	Security Services		Public Bidding					GAA	1,550,000.00			
	<b>Insurance Expenses</b>											
	Premium for Government Vehicle		Small Value Procurement					GAA	45,000.00			

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	Transportation and Delivery Expenses Transportation and Delivery		Small Value Procurement					GAA	25,000.00			
	Rentals Lease for Building Space, Structures, and Parking Slots		NP - Lease of Privately-Owned Real Estate and Venue					GAA	9,400,000.00			
	Subscription Expenses (Annual Billing) Newspaper and Magazine		Small Value Procurement					GAA	82,000.00			

**Grand Total:**      29,944,350.00

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